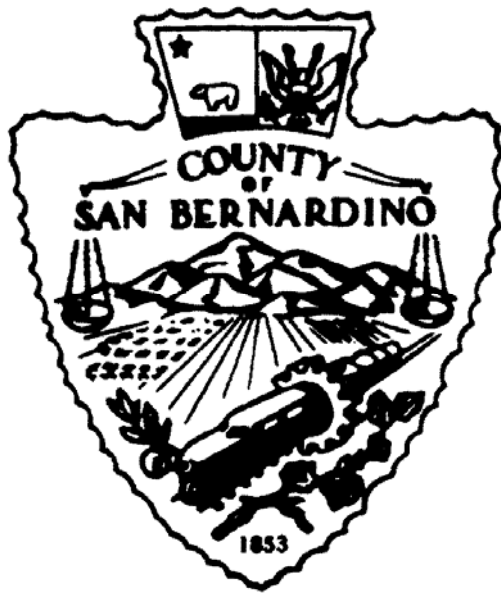


# How to do Business with the County of San Bernardino



## Purchasing Department

December 2005

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- How to do Business with the County of San Bernardino
- Buyer/Commodity Listing
- Interactive Vendor Application Instructions (New and Existing)
- Projected Requests for Proposals
- Department Contacts

# How to do Business with the County of San Bernardino



## Purchasing Department

### **Overview**

This brochure is intended to give you a summary of the important elements you need to know to do business with the County of San Bernardino. The following information will familiarize vendors with how the county purchases goods and services (including construction) and how to become aware of county needs and of potential business opportunities. The information provided below concentrates on the activities of the Purchasing Department.

### **What do I need to know?**

#### **Does the county buy what I sell?**

Purchasing buys products and services needed to run several county departments including a hospital, sheriff and fire departments, general offices, medical laboratories, mental health services, public health and welfare programs, maintenance and construction of buildings, roads, parks, and playgrounds. A list of commodities is included in this package.

#### **How do I make myself known to departments and find out what goods and services are needed now or in the near future?**

To register as a vendor with the Purchasing Department, go to <http://www.sbcounty.gov/purchasing/> (follow the instructions included in this brochure "New Vendor Application" (instructions are also available on the vendor application page). Instructions are included for existing vendors to update their applications.

#### **How much of my product or service does the county buy?**

It is important to know how much the county buys of what you sell. Call Purchasing at (909) 387-2060 or see the attached listing for the buyer's direct telephone number for your product and/or service.

For more detailed commodity information, go to the above web site and click on [Commodity List and Buyer Contact](#). Type in a simple description in "Search Word" and click on search. You can now click on the code(s) you want to preview, and all related commodity codes and buyer assignments will be shown. To send an email to a Buyer, click on the Buyer's name.

### **What should I be careful of?**

#### **Promises of an Award**

Because the county relies heavily on competitive bidding, no one knows which bidder will receive an award until sealed bids are opened. Therefore, no one can give assurance that a vendor will receive a particular order. County government is also subject to California law regarding conflict of interest, including the receipt of gifts. The County of San Bernardino Procurement Code of Ethics Policy expects each employee, at no time or under any circumstances, to accept directly or indirectly, gifts, gratuities, or other things of value in violation of county policy or state law from suppliers, or which might influence or appear to influence procurement decisions.

#### **Do Not Start Work Without an Authorized Contract**

The authority and responsibility of purchasing for the county rests with the Purchasing Department. No service should be provided, and no goods should be delivered, before you receive a written contract from the county. Until the county executes a contract, purchase order, or blanket purchase order, the county has no legal obligation to pay for the order. If you begin work without the required authorization, your later options may include taking back your merchandise or filing a claim.

### **Where is the Purchasing Department located?**

We are located at 777 East Rialto Avenue in the City of San Bernardino. We are on the south side approximately ¼ mile east of Waterman Avenue.

### **What the county buys**

See the attached commodity list for a summary of the types of goods and services the county purchases or go to [Commodity List and Buyer Assignment](#) (see the instructions under "How much of my product or service does the county buy?").

## Competitive Bidding for Products and General Services

### **How do I get started?**

After you have done the necessary research to determine that the county purchases what you sell and that it is worthwhile for you to become aware of upcoming bids, you need to register as a vendor with the County of San Bernardino Interactive Vendor Application Program (see Page 1).

### **I would like to contact someone in Purchasing.**

We want to meet you. If you sell supplies or provide general service, your first stop should be Purchasing. Call the main number at Purchasing (909) 387-2060 or refer to the attached listing to find out which buyer is responsible for your category of products.

Make an appointment with the buyer to discuss your products or services. To assure your appointment with the buyer is productive, bring your company's literature, references, telephone contacts, names of people authorized to sign contracts on your company's behalf, and information on any contracts you have with the federal, state, or other municipal governments.

Purchasing is open Monday through Friday, 8 AM to 5 PM. All buyers may be accessed by email through the county website at:

<http://www.sbcounty.gov/purchasing/commodity.asp>.

### **How does Purchasing request bids?**

After your first visit to Purchasing, your next encounter with the process may be when you receive a notification of a bid request by e-mail or postcard. Except for emergency or urgent needs, Purchasing sends out written requests or notifications of where bids are posted. Requests are generally of two types:

1. For bids over \$25,000, Purchasing or the department sends formal "proposals" to potential bidders.
2. For bids under \$25,000, Purchasing or the department sends informal bids (quotations). These quotations may be in the form of a telephone, fax, or mail quote, and are solicited from at least three prospective bidders.

### **How do I learn about bids?**

Register as a vendor with the County of San Bernardino Interactive Vendor Application Program (see Page 1). **You will be included in solicitations to bid whenever possible on the commodities that you selected when registering.**

Request for Proposals (RFPs) are posted on the County of San Bernardino website at <http://www.sbcountry.gov/rfp/rfpelist.htm> . Bid documents are viewable and printable from this site. You can also email the buyer and review this entire package on line. If you do not currently have Internet access, public access is available at the Purchasing Department, many of the County Public Libraries (all library branches require you to have a library card), and other location(s) listed below.

<b>A. K. Smiley Public Library, Redlands</b>	(909) 798-7565
<b>Barstow College</b>	(760) 252-2411, Ext. 7270
<b>Big Bear Lake Branch Library</b>	(909) 866-5571
<b>Colton Public Library</b>	(909) 370-5083 or 370-5084
<b>Crestline Branch</b>	(909) 338-3294
<b>Fontana Branch</b>	(909) 822-2321
<b>Grand Terrace Branch Library</b>	(909) 783-0147
<b>Hesperia Branch Library</b>	(760) 244-4898
<b>Highland Branch Library</b>	(909) 862-8549
<b>Joshua Tree Branch</b>	(760) 366-8615
<b>Kaiser Branch</b>	(909) 357-5900
<b>Lake Arrowhead Branch Library</b>	(909) 337-3118
<b>Loma Linda Branch Library</b>	(909) 796-8621
<b>Lucerne Valley Branch Library</b>	(760) 248-7521
<b>Mentone Branch</b>	(909) 794-2657
<b>Montclair Branch Library</b>	(909) 624-4671
<b>Norman F. Feldheim Library, S.B.</b>	(909) 381-8201
<b>Ontario City Library</b>	(909) 395-2004
<b>Paul Villasenor Branch Library</b>	(909) 383-5156
<b>Rancho Cucamonga Public Library</b>	(909) 477-2720
<b>Rialto Branch Library</b>	(909) 875-0144
<b>Running Springs Branch Library</b>	(909) 867-2554
<b>San Bernardino County Library</b>	(909) 387-5720
<b>San Bernardino Public Library</b>	(909) 381-8201
<b>SBVC Learning Resources</b>	(909) 384-4400 Ext. 8841
<b>Samuel E. Andrews Memorial Library</b>	
<b>South Ontario Branch Library</b>	(909) 988-8481, Ext. 2250
<b>Trona Branch Library</b>	(760) 372-5847
<b>Twentynine Palms Branch</b>	(760) 367-9519
<b>Upland Public Library</b>	(909) 931-4200
<b>Wrightwood Branch Library</b>	(760) 249-4577
<b>Yucaipa Branch Library</b>	(909) 790-3146
<b>Yucca Valley Branch Library</b>	(760) 228-5455
<b>Workforce Investment &amp; Business Resource Center (Hesperia)</b>	(760) 949-1675

**Review Purchasing's list of pending bids** - At the front counter at 777 East Rialto Avenue, San Bernardino, Purchasing maintains a listing of pending bids. You may visit Purchasing during office hours (Monday through Friday, 8 AM to 5 PM) to review the file, ask questions, and request a copy of the bid.

### **How do I get a copy of a bid?**

Purchasing distributes bids in several ways. You can visit the Purchasing Department at 777 East Rialto Avenue, to pick up a copy. You can print a copy from the information on the website at <http://www.sbcounty.gov/rfp/rfplist.htm>.

Informal bids or quotations may be mailed, faxed, emailed, or telephoned to you.

### **How do I submit a bid?**

Because of the nature of government contracting, the county has little flexibility, if the bid you submit is not complete. It's critical that you submit a bid that's correct the first (and perhaps only) time, or Purchasing may not be able to consider your bid. Here are some guidelines to keep in mind:

#### **1. Be Timely.**

Submit your bid by the date and time specified. **Late bids cannot be considered.**

#### **2. Read the Bid Conditions.**

Each bid contains a number of bid conditions, some applicable to all county bids, and some tailored to the particular bid. Prices must be firm for the period specified, from as short as 90 days to as long as two years. For Purchasing to consider a prompt payment discount when evaluating bids, the discount offered can be for no fewer than 30 days. This means that a discount of 2%-10 days cannot be considered in the evaluation, though it would be taken when invoices are paid.

#### **3. Be Responsive.**

Bid on items and in quantities the bid requests. If you add any qualifications or reservations to your bid, the bid may be considered conditional or non-responsive and can be rejected.

#### **4. FAILURE TO ADHERE TO BID CONDITIONS MAY RESULT IN REJECTION OF THE BID.**

### **Can I be present when the bids are opened?**

Yes. The bid request notes when bids will be opened.

### **How does the bid evaluation process work?**

Depending on the complexity of the bid, it can take from several days to several weeks to evaluate all the bids submitted. Purchasing makes certain that bidders are bidding on the same items and in the same units and quantities. Sometimes a bid states “brand name or equal” which means that, if you bid on an item other than the one specified, your item must perform as well as the specified item.

When bids have been analyzed, Purchasing sends a summary to the requesting department for review and recommendation. Purchasing awards to the lowest reliable and responsible bidder.

For a bid with many items, Purchasing, at its discretion, may award the entire contract to one bidder based on comparisons of the aggregate bids, or may make individual line-item awards to the lowest bidders. This option will be stated in the bid package.

### **May I inspect the bids? How do I learn about bid results?**

Bids are available for inspection by those bidders attending the bid opening. After Purchasing awards any contract, all bids become public record.

Because of the number of bids and bidders, Purchasing is unable to notify unsuccessful bidders of the bid results. You are welcome to come to the office and inspect the bid tabulation. To find out if the bid has been tabulated and the award made, call the Purchasing contact indicated on the bid at least seven to ten days after the bid opening date. You will be informed whether the bid tabulation is available at the Purchasing Department’s front counter.

### **How do departments do their own purchasing of products up to \$3,000?**

#### **Low Value Purchase Authorization**

All County departments are authorized to issue Low Value Purchase Authorizations (LVPAs). County procedures require departments to solicit three bids (quotations) for each order.

To place an order, departments issue an LVPA number (verbal) and contact the vendor directly. Except for developing the procedures that departments follow, the Purchasing Department is not involved in these types of orders.

To compete for these orders, vendors must make themselves known to departments both directly and by registering at <http://www.sbcounty.gov/purchasing/> .

## **Procurement Card Program (Cal Card)**

Some county departments have personnel who have been issued “Visa” Procurement Cards to procure various materials and supplies. County procedures require departments to solicit three bids (quotations) for each order.

Each individual card carries both a transaction dollar limit and a monthly credit limit. To place an order, departments contact the vendor directly. Departments may place orders within their Cal Card limits, directly with the vendors according to Purchasing guidelines. Except for developing the procedures that departments follow, the Purchasing Department is not involved in these types of orders.

To compete for these orders, vendors must make themselves known to departments, both directly and by registering at <http://www.sbcounty.gov/purchasing/>.

### Types of Awards

**Purchase Order:** A purchase order is used for a one-time purchase of a definite quantity of goods or services.

**Contract Purchase Order:** For construction, professional services, and other transactions, the county prepares a purchase order and a separate contract. The purchase order verifies that funds have been encumbered and performance can begin, and the separate contract provides a detailed description of the duties and responsibilities of the vendor and the county.

**Blanket Purchase Order:** A blanket purchase order is awarded for an annual dollar amount of goods or services during a fiscal year. Purchasing or other county departments may place orders throughout the year using blanket purchase orders. A blanket purchase order enables a department to order directly from the vendor in accordance with the terms of the blanket purchase order.

**Payment Request Number (PR):** Departments may place orders (\$3,000 - \$7,500) for goods or services with vendors after receiving authorization from Purchasing in form of a PR number (verbal). Departments should solicit competitive bids/quotes for these purchases.

**Low Value Purchase Authority (LVPA):** Departments may place orders (up to \$3,000) directly with vendors according to Purchasing guidelines. Departments should solicit competitive bids/quotes for these purchases.



## Delivery and Acceptance

### **Where and how to deliver**

For most orders, the delivery point is the location of the requesting department where the goods or services will be used. You should note carefully the delivery address in the bidding and order documents. You are responsible for delivering to the final destination specified in the order.

Deliveries to county departments typically are made by common carrier, by the vendor's trucks, or through the US Postal Service. Do not send the order to the buyer in Purchasing whose name may be on the transaction.

### **Include the order number on the outside of the package**

You must include the purchase order, blanket purchase order, PR number, or LVPA number on the outside of the package. This will enable the County to identify the correct department or individual as the recipient in case there are any problems.

### **Inspection and acceptance by the department**

All goods and services are considered received by the county only after the requesting department inspects the items to be certain all items are received and in good condition, or that the service has been performed satisfactorily. After inspection and any necessary tests have been performed, the department will approve the invoice.

### **Problems**

Circumstances that may interfere with the county accepting and paying for an order include:

- Short shipment, backorders: The county pays for an order only after all items have been received. Partial payments can be made but must be requested at the time the order is placed. If you have made several shipments to fill an order, and mailed the invoice for the entire order before all shipments were received, you can expect payment only after the county receives the complete order.
- Wrong delivery address: The shipment was sent to Purchasing. Occasionally, vendors send orders to the Purchasing Department instead of the requesting department. This causes delays as Purchasing determines the ultimate recipient and forwards the order. If a purchase order number doesn't appear on the outside of the shipment, Purchasing may be unable to identify the correct department and be forced to return it.

## Paying the Invoice

This information is applicable to purchase orders, contract purchase orders, and blanket purchase orders signed by the Purchasing Department.

### **Where do I send the invoice?**

To expedite payment, send your invoice to the “Bill To” address specified in the order. For all types of orders, the billing address is that of the county department receiving the goods or services. Include the purchase order number, PR number, or LVPA number on the invoice. This will help to match the invoice to the correct order.

### **What does the user department have to do?**

The county must verify that the order was received complete and in good condition. The invoice is matched with the original order and any receiving document so that the county can determine that what was delivered agrees with what was ordered.

The receiving department completes a payment document indicating receipt of the complete order and submits it with the invoice to the Auditor/Controller-Recorder for payment.

### **What happens before the check is written?**

The Auditor/Controller-Recorder reviews the invoice and payment document and then prepares the warrant and mails to the vendor.

### **What if I have questions about an invoice?**

Call the county department you mailed the invoice to. Have the purchase order number or other identifying county transaction number available.

### **What can I do to help the payment process proceed more quickly?**

If you observe the following tips, things should go smoothly:

- Verify you sent the shipment to the correct county address. In general, do not send the shipment to Purchasing. Note carefully the “Deliver To” address on the purchase order.
- Include the purchase order number, PR number, or LVPA number on the outside of the package.
- Send an invoice for the complete order (unless authorized for partial payments) after the full order has been received. In general, the county does not pay partial invoices

without prior arrangements being made. Invoices sent too early may become difficult to locate once the shipment arrives.

- Send the invoice to the “Bill To” address on the purchase order. As PRs and LVPAs are verbal authorizations, vendors are responsible to obtain this information at time of order.
- Include the correct purchase order number, PR number, or LVPA number on the invoice. The county needs that identifying number to match shipments or services with the procurement documents.

# COUNTY OF SAN BERNARDINO - COMMODITY CODES EFFECTIVE SEPTEMBER 2005

No.	Name	Phone	No.	Name	Phone	No.	Name	Phone
1	Aurelio De La Torre, Director	387-2074	5	Betty Alexander	387-2509	8	Bill Brock	387-2464
2	Leo Gomez, Supervising Buyer	387-2063	6	Michael Candelaria	387-2463	9	Pam Buscemi	387-2233
3	Vacant	386-8046	7	Zac Avey	387-2070	10	Allen Sanchez	387-2065
4	Terri Martinez	387-2069				11	Ivy Portias	386-8046

## SUPPLIES

Cat#	Buyer	Description	Cat#	Buyer	Description	Cat#	Buyer	Description
27900	8	18th Century Reproduction	29500	3	Elevators & Escalators	61000	8	Office Supplies, Ribbons & etc
03100	9	A/C, Heating & Ventilating	29000	9	Energy Collecting Equipment	62500	3	Optical Equipment
00500	9	Abrasives	30500	8	Engineer & Survey Equipment	72545	5	Pagers, Radio
01000	9	Acoustical Tile, Insulating	31000	9	Envelopes, Plain & Printed	63000	9	Paint, Coatings & Wall Paper
01500	8	Addressing, Copying Supplies	31200	8	Envir Protective Equip	63500	9	Painting Equipment
01900	9	Agricultural Crops	31500	9	Epoxy Based Adhesives	64000	9	Paper & Plastic Prod, Disp
02000	7	Agricultural Equipment	31800	9	Fare Collection Equipment	64500	9	Paper - Office & Print Shop
02200	7	Agricultural Parts	32000	9	Fastening & Packaging	65000	9	Park, Playground & Pool
02500	8	Air Compressors	32500	3	Feed for Animals	65200	3	Personal Hygiene
03500	7	Aircraft & Airport	33000	9	Fencing Materials	65500	8	Photographic Equipment
03700	9	Amusement, Deco, Toys	33500	11	Fertilizers & Soil Cond	65800	9	Pipe & Tubing
04000	3	Animals, Birds, Marine Life	34000	8	Fire Protection Equipment	65900	9	Pipe & Tubing Fittings
04500	11	Appliances	34500	8	First Aid & Safety Equipment	66000	11	Pipes, Tobacco & Alcohol Bev
05000	9	Art Equipment & Supplies	35000	9	Flags & Flag Poles	66500	9	Plastics, Fiberglass & Resin
05200	9	Art Objects	36000	9	Floor Coverings & Equipment	67000	9	Plumbing Equipment
05500	8	Auto Accessories	36500	9	Floor Maint Machines	67500	8	Poisons-Agriculture & Industrial
06500	7	Auto Bodies	37000	11	Food Processing Equipment	68000	8	Police Equipment
06000	8	Auto Parts	37500	11	Food: Bakery Produce (Fresh)	68500	11	Poultry Equipment
07500	8	Auto Shop Equipment	38000	11	Food: Dairy Produce (Fresh)	69000	8	Power Generation Equipment
07000	7	Auto Vehicles	38500	11	Food: Frozen	69100	9	Power Transmission Equipment
08000	9	Badges, Emblems, Tags	39000	11	Food: Perishable	70000	9	Printing Plant Equipment
08500	9	Bags, Bagging, Ties	39300	11	Food: Staple Grocery	71000	3	Prosthetic Devices
09000	11	Bakery Equipment	57838	8	Forestry Equipment & Supplies	71500	9	Publications & A/V Materials
09500	3	Barber & Beauty Shop	39500	9	Forms, Continuous	72000	9	Pumping Equip & Supplies
10000	9	Barrels, Drums, Kegs	40000	9	Foundry Castings, Equipment	73000	9	Radio Comm & Tele Test
10500	9	Bearings (Except Auto)	40500	8	Fuel, Oil, Grease & Lubes	72500	9	Radio Comm & Telephone
11000	8	Belts & Belting	42000	6	Furniture: Cafe, Lib & Sch	73500	9	Rags & Shop Towels
11500	3	Biochemicals, Research	41000	3	Furniture: Hospital	57863	9	Real Estate: Land & Imp
12000	8	Boats, Motors & Marine	41500	3	Furniture: Laboratory	74000	9	Refrigeration Equipment
12500	9	Bookbinding Supplies	42500	6	Furniture: Office	75500	7	Road Equip-A/C Handling
13500	9	Bricks & Clay Products	43000	3	Gases: Lab, Med & Weldg	76000	7	Road Equip-Earth Moving
14000	9	Broom, Brush & Mop	43500	3	Germicides, Health Care	76500	7	Road Equip-Other
14500	9	Brushes	44000	9	Glass & Glazing Supplies	74500	8	Road Materials-Asphaltic
15000	9	Builder's Supplies	44500	9	Hand Tools: (Powered & Non)	75000	8	Road Materials-Not Asph
15500	9	Buildings, Prefab	45000	9	Hardware & Related Items	77000	9	Roofing Materials
16000	11	Butcher Shop Equipment	46000	8	Hose (Except Fire)	77500	9	Salt, Bulk
16500	11	Cafeteria & Kitchen Equip	47000	3	Hospital & Related	78000	9	Scales & Weighing Apparatus
57817	9	Caskets, Funeral	46500	3	Hospital & Surgical Equipment	78500	9	School Equipment & Supplies
17500	3	Chemical Lab Equipmnet	47500	3	Hospital, Surgical	79000	8	Seed, Sod & Soil
18000	9	Chemical Raw Materials	48500	9	Janitorial Supplies	79500	9	Sewing Machinery
19000	9	Chemicals & Solvents	49500	3	Laboratory, Biology	80000	8	Shoes & Boots
19200	9	Cleaning Compositions	49300	3	Laboratory, Chemistry	80100	8	Signs, Mtls, Equip & Supplies
19300	3	Clinical Lab Reagents	49000	3	Laboratory, General	80300	9	Sound Systems
19500	8	Clocks, Timers, Watchers	50500	9	Laundry Compounds	80500	9	Sporting Goods, Athletic
20000	8	Clothing	50000	11	Laundry Equipment	81000	9	Spraying Equipment
20100	8	Clothing Accessories	51000	8	Laundry Textiles	82000	9	Steam & Hot Water Boilers
20600	6	Computer Hdw, Mini & MF	51500	7	Lawn Maint Equipment	81500	9	Steam & Hot Water Fittings
20400	6	Computer Hrdw, Micro	52000	9	Leather & Related Equipment	82500	9	Stockman Equipment
20800	6	Computer Sftw, Micro	52500	8	Library & Archival Equipment	83000	9	Tanks, Mobile & Static
20900	6	Computer Sftw, Mini & MF	53000	9	Luggage, Brief Cases	83200	9	Tape, Adhesive
20700	6	Computer Supplies	54000	9	Lumber & Related	72551	5	Telephones, Wireless
21000	9	Concrete & Metal Culverts	54500	9	Machinery & Hardware	84000	9	Television Equipment
22000	9	Controlling, Instruments	55000	8	Markers & Traffic Control	84500	9	Testing Apparatus
22500	8	Coolers, Drinking Water	55500	8	Marking & Stencil Devices	85000	8	Textiles, Fibers, Linens
23200	9	Crafts, General	55900	8	Mass Trans-Rail Vehicle Parts	85500	9	Theatrical Equipment
23300	9	Crafts, Specialized	55800	7	Mass Trans-Rail Vehs & Sys	86000	9	Tickets & Coupon Books
24000	11	Cutlery, Dishes & Utensils	55600	7	Mass Trans-Transit Bus	86300	8	Tires & Tubes
24500	11	Dairy Equipment & Supplies	55700	8	Mass Trans-Transit Bus Parts	07300	7	Trailers
25000	9	Data Proc Cards & Paper	56000	9	Material Handling & Stor Equip	86400	7	Train Controls, Electronic
25500	8	Decals & Stamps	56500	3	Mattress Manufacturing	07200	7	Trucks
25700	8	Defense System Equip	57000	9	Metals:Bars,Plates,Sheets,etc	57894	9	Turf, Artificial, Indoor & Outdoor
26000	3	Dental Equip & Supplies	57500	8	Microfiche & Microfilm	86500	9	Twine
57831	9	Display & Showroom	58000	9	Musical Instruments	87000	9	Venetian Blinds & Awnings
26500	9	Drapes, Curtains & Uphols	59000	9	Notions & Related Sewing	87500	3	Veterinary Equipment & Sup
26900	3	Drugs & Pharmaceuticals	57858	9	Numbering Machines	88000	8	Visual Education Equip & Sup
27100	3	Drugs, Pharms & Sets	59500	11	Nursery Stock & Equipment	88300	9	Voice Response Systems
57835	9	Election Equip & Supplies	60000	8	Office Machines	89000	9	Water & Sewage Equipment
28000	9	Electrical Cables & Wires	60500	8	Office Mechanical Aids	88500	9	Water & Wastewater Chemicals
28500	9	Electrical Equip & Supplies	61500	8	Office Supplies, General	89500	8	Welding Equipment & Supplies
28700	9	Electronic Components	62000	8	Office Supplies, Pens & Pencils	89800	3	X-ray Equipment & Supplies

# COUNTY OF SAN BERNARDINO - COMMODITY CODES EFFECTIVE SEPTEMBER 2005

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SERVICES								
Cat#	Buyer	Description	Cat#	Buyer	Description	Cat#	Buyer	Description
96316	2	Accreditation Fees	94000	11	Equip Maint, Construction	94876	10	Psychological Services
96102	2	Administrative Services	93600	8	Equip Maint, General Equip	96160	2	Public Opinion Services
90500	7	Aircraft Operations Services	93800	3	Equip Maint, Hospital & Lab	96161	2	Public Speaking Services
96205	2	Amuse & Entertain Services	93400	8	Equip Maint, Lndry, Plumbing	96800	3	Public Works Services
96206	3	Animal Care Services	93900	8	Equip Maint, Office & Photo	96164	3	Real Estate Services
96105	2	Arbitration Services	94100	8	Equip Maint, Power Gener	97100	3	Real Property Rental/Lease
90700	2	Architectural Srv, Non-Prof	94400	8	Farming & Ranching Srvs	96364	2	Registration Fees
90600	2	Architectural Srv, Professional	96337	2	Fees, Conference/Convention	96270	10	Removal Srv, Dead Bodies
96320	2	Associations Fees and Dues	96339	2	Fees, Not Otherwise Classified	97500	8	Rent/Lease, Ag & Auto
96208	2	Athletic Training Services	91538	8	Film Processing Services	97700	11	Rent/Lease, Appl, Cafe & Furn
96209	10	Auctioneering Services	94600	2	Financial Services	98400	6	Rent/Lease, Computer
96214	9	Blue Printing Services	96236	2	Fireworks & Carnival Services	98100	9	Rent/Lease, General Equipment
96223	3	Boiler & Tower Water Srv	94500	3	Fishing & Game Services	97900	3	Rent/Lease, Hospital & Lab
96324	2	Bonds, Notary Services	96139	2	Floral Designing Services	98300	9	Rent/Lease, Janitorial Equip
90800	9	Bookbinding Services	96138	2	Food Preparation Services	98500	8	Rent/Lease, Office & Photo
90900	11	Building Construction Srv	94700	8	Forestry Services	96273	2	Restor/Reclam Service of Land
91000	3	Building Maint Services	96235	2	Framing Services, Picture	96272	2	Restoration/Preserv Services
96109	3	Building Permit Services	99046	5	Guard Services	98800	8	Roadside & Grounds Services
96217	2	Bus, Taxi, Limo Services	96239	8	Hauling Services	98900	3	Sampling & Prep Services
96218	11	Cable Install & Maint Srv	94800	2	Health Related Services	96276	2	Seating & Meeting Services
96219	2	Cafeteria & Restaurant Srv	96243	8	Hose Testing Services	99000	5	Security, Fire & Emrg Services
96220	3	Cesspool Maint Services	95200	2	Human Services	96278	9	Sewing & Alteration Services
96221	8	Cleaning Services	95300	2	Insurance Services	96167	2	Sign Language Services
91500	2	Communication Services	96248	5	Interior Design/Deco Services	96279	8	Sign Making Services
96115	2	Concessions & Catering Srv	96148	3	Lab & Field Testing Services	96166	8	Sign Painting Services
91200	11	Construction Srvs, General	95400	10	Laundry & Dry Clng Services	96282	3	Silver Recovery Services
91300	11	Construction Srvs, Heavy	96147	2	Law Enforcement Services	96377	2	Sponsorships (All Types)
91400	11	Construction Srvs, Trade	95670	5	Legal Research Services	96168	2	Sports Professional Services
91800	2	Consulting Services	96149	2	Legal Service, Attorneys	91575	5	Telephone Services, Cellular
96330	2	Contributions/Donations	96150	2	Legal Service, Expert Witness	96199	10	Temporary Help Services
96121	3	Cost Estimating Services	95600	2	Library Services	99200	3	Testing & Calibration Services
96224	8	Courier/Delivery Services	96345	2	Licensing Fees	96285	8	Tinting & Coating Services
96124	2	Court Reporting Services	96151	2	Lobby Services	96341	2	Tournament Fees
92000	6	Data Proc Services & Sftw	95800	2	Management Services	96387	2	Tours, All Types
96127	3	Decontamination Services	95900	7	Marine Maint Services	96172	2	Transcription Services
96225	3	Disp & Rem Srv, Animals	96153	2	Marketing Services	96175	2	Translation Services
96226	2	Diving Services	96347	2	Meals	96286	8	Transportation of Goods
96128	2	Economic Dev Services	96348	2	Membership Dues	96178	2	Travel Agency & Tour Services
96129	2	Economic Impact Studies	96257	3	Moving Service: Portable Bldg	96287	2	Travel, Local
92400	2	Educational Services	96256	3	Moving Services	96288	2	Travel, Non-Local
96130	2	Employment Services	96157	2	Musical Production Services	96388	2	Tuitions
92500	2	Engineering Services	96158	2	Negotiation Services	96290	2	Upholstering Services
96233	9	Engraving Services	98569	5	Pager & Telephone Rental	96289	8	Vehicle Transporting Services
92600	2	Envir & Ecological Services	96671	5	Paper Shredding Services	96186	3	Veterinary Services
96132	2	Envir Impact Studies	96355	2	Permits	96391	2	Warranties
92900	8	Equip Maint, Ag & Industrial	96357	2	Postage Related Purchases	96294	8	Water Service, Bottled
93100	11	Equip Maint, Appl,Cafe&Furn	96600	9	Printing & Related Services	96188	2	Weather Forecasting Services
92800	10	Equip Maint, Auto	96500	9	Printing Preparation Services	96190	2	Writing Services
						96194	3	Zoning, Land Use Studies

(Services by County Definition)      Board-approved service contracts use codes assigned by the A/C-R: Board Contract/Unenc Contract



# New Vendor Application

## [Interactive New Vendor Application Instructions](#)

**BEFORE YOU REGISTER, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AVAILABLE.**

- To register as a vendor with the San Bernardino County Interactive Vendor Application Program, go to <http://www.sbcounty.gov/purchasing/>.
- Click on **Vendor Application New or Update** and view required [name abbreviation policies](#). After viewing, click on **Back** in upper left-hand corner to return to **Vendor Application** screen.
- Click on **Apply** and enter your Federal ID or Social Security Number (required as your UserID) and **Submit**.
- All required fields are highlighted in red and must be completed to submit your application. (Please make note of the password you select as it will not be visible to you.)
- **To receive notification of bid opportunities, you must *Select* at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.**
- Once all required fields are completed **Submit Application**. At the top of the form you should now see [Application accepted](#). (If you experience any problems submitting your application, contact Purchasing at (909) 387-2060).

*Congratulations! You are now registered to do business with the County of San Bernardino.*

Rev. 12/05

**TO UPDATE YOUR INFORMATION SEE OTHER SIDE**



# Existing Vendor Update

## Interactive Existing Vendor Update Instructions

**BEFORE YOU UPDATE, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AND PASSWORD AVAILABLE.**

- To update your vendor information with the San Bernardino County Interactive Vendor Application Program go to <http://www.sbcounty.gov/purchasing/>.
- Click on **Vendor Application New or Update** and view required [name abbreviation policies](#). After viewing, click on **Back** to return to the **Vendor Application** screen.
- Click on **Update** and enter your Federal ID or Social Security Number and password, then **Login**. (Your user ID and password can be found on the letter mailed on July 1, 2002 from the San Bernardino County Purchasing Department, or call Veronica Gonzalez at (909) 387-2060.)
- All required fields are highlighted in red and must be completed to update your information. (You can change your password by deleting your current password and entering a new password. Remember to make note of the new password you select as it will not be visible to you.)
- **To receive notification of bid opportunities, you must *Select* at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.**
- Once all required fields are completed **Update Application**. At the top of the form you should now see [Update complete](#). (If you experience any problems updating your information, contact Purchasing at (909) 387-2060.)

*Congratulations! You are now registered to do business with the County of San Bernardino.*

## PURCHASING DEPARTMENT - PROJECTED REQUESTS FOR PROPOSALS

Date	Buyer	Phone	Commodity	Estimated \$
	Alexander, Betty	387-2509		
3/06			Paper Shredding and Recycling	135,000
3/06			Design and Space Planning	150,000
3/06			Cartridge Recycling	N/A
	Avey, Zachary	387-2070		
TBA			Aircraft, Helicopters, Parts	7 million
TBA			Automobiles	3 million
TBA			Heavy Equipment – Miscellaneous	4 million
TBA			Surplus Sales	Pending
	Brock, Bill	387-2464		
Ongoing			Automotive Parts and Supplies	600,000
5/06			Crime Lab Supplies	250,000
5/06			Emergency Vehicle Warning Equipment	250,000
4/06			Duty Gear	500,000
4/06			Less Lethal Munition	200,000
3/06			Herbicides	100,000
	Buscemi, Pam	387-2233		
3/06			A/C Filters	
4/06			Janitorial Supplies	200,000
4/06			Rubber Stamps	20,000
	Candelaria, Michael	387-2463		
4/06			Inmate Clothing	300,000
	Martinez, Terri	387-2069		
6/06			Lease-Purchase Qualified Grant Writers	10 million
	Portias, Ivy	386-8046		
11/05			Bread	100,000
TBA			Construction Contracts – under \$25,000, as requested	250,000
TBA			Demolition Services – various locations, as requested	200,000
QTRLY			Meat and Dry Stores	200,000
TBA			Prepared Sandwiches	100,000
3/06			Milk and Milk Products	300,000
TBA			Custodial Services – ARMC	10,000
TBA			Interior Plant Maintenance – ARMC	9,500
TBA			Medical Equipment – ARMC	2.3 million
TBA			Orthopedics – Prosthetic Supplies	250,000
TBA			Pest Control - ARMC	20,000
TBA			Specialty Beds	425,000
TBA			Various Carpeting and Painting Projects – Facilities Management and Preschool Services	200,000
	Sanchez, Allen	387-2065		
10/05			Automotive Services-Auto Body and Non-Mechanical	250,000
2/06			Automotive Services – Mechanical	950,000
2/06			Auction Services	N/A



## LOW VALUE PURCHASES - DEPARTMENT CONTACTS

<b><u>AGING AND ADULT SERVICES</u></b>	<b><u>CLAUDIA ROZZI</u></b>	<b><u>891-9023</u></b>
AGRICULTURE PEST CONTROL NUTRITIONAL PRODUCTS	APPLIANCES, KITCHEN, LARGE WATER & ICE	KITCHEN/DINING SUPPLIES
<b><u>AGRICULTURE/ WEIGHTS AND MEASURES</u></b>	<b><u>JOHN GARDNER</u></b>	<b><u>387-2107</u></b>
ADVERTISING DISPOSAL SERVICE/EQUIP. SCALES TURF EQUIP.	AGRICULTURE PEST CONTROL ELECTRICAL FIXTURES/SUPPLY SCIENTIFIC EQUIP.	CABLE/WIRE ROPE RENTAL TOOLS/EQUIP. SURVEYING, EQUIP./SUPPLIES
<b><u>AIRPORTS</u></b>	<b><u>SUZANNE PEKAR</u></b>	<b><u>387-7803</u></b>
AIRCRAFT PARTS ELECTRICAL FIXTURES/SUPPLY METERS SMALL TOOLS WATER TREATMENT WELDING GAS	AUDIO/VISUAL/PHOTOGRAPH FIRE EXTINGUISHER SERVICE RENTAL TOOLS/EQUIP. TRAINING WATER WORKS SUPPLIES SAFES	DISPOSAL SERVICES/EQUIP. LOCKSMITH SERVICE SERVICE STATION EQUIP. TURF EQUIP. WEED ABATEMENT
<b><u>ARCHITECTURE AND ENGINEERING</u></b>	<b><u>ELI MONTOYA</u></b>	<b><u>387-8904</u></b>
HAZARDOUS WASTE TESTING		
<b><u>ARROWHEAD REGIONAL MEDICAL CENTER</u></b>	<b><u>DARRYL SHELBY</u></b>	<b><u>580-0070</u></b>
AGRICULTURE/PEST CONTROL CABLE/WIRE ROPE DRY GOODS/CLOTHING FIRE EQUIP/SUPPLIES LAB EQUIP./SUPPLIES RENTAL TOOLS/EQUIP SMALL TOOLS TURF EQUIP.	AUDIO/VISUAL/PHOTOGRAPH DISPOSAL SERVICE/EQUIP ELECTRICAL FIXTURES/SUPP HEATING, A/C, VENTILATION MATERIAL HANDLING SIGNS, INDOOR/OUTDOOR TRANSPORTATION SERVICES	BUILDING MATERIALS DISASTER PREPAREDNESS ELEVATOR PARTS/REPAIRS KITCHEN/DINING SUPPLIES MEDICAL EQUIP/SUPPLIES SANITATION EQUIP/SUPPLIES TRASH BINS/COMPACTORS
<b><u>AUDITOR/CONTROLLER- RECORDER</u></b>	<b><u>REBECCA ROCHE</u></b>	<b><u>386-8813</u></b>
ALARM SYSTEMS		
<b><u>BEHAVIORAL HEALTH</u></b>	<b><u>JOE SEGAL</u></b> <b><u>SILVA TRUJILLO</u></b>	<b><u>387-7572</u></b> <b><u>387-7571</u></b>
ALARM SYSTEMS FURNITURE REPAIR TRAVEL SERVICES	AUDIO/VISUAL/PHOTOGRAPH KITCHEN/DINING SUPPLIES	CABLE, COMPUTER LOCKSMITH SERVICE/SAFES
<b><u>DISTRICT ATTORNEY</u></b>	<b><u>CINDY MONFORT</u></b>	<b><u>387-3103</u></b>
AUDIO/VISUAL/PHOTOGRAPH	COMPUTER EQUIP.	LOCKSMITH SERVICE/SAFES

## LOW VALUE PURCHASES - DEPARTMENT CONTACTS

<b><u>FACILITIES MANAGEMENT</u></b>	<b><u>ROBIN GERMAN</u></b>	<b><u>387-2396</u></b>
<b><u>HOME REPAIR</u></b>	<b><u>LAURA HERRMANN</u></b>	<b><u>387-2239</u></b>
<b><u>ELEVATOR MAINTENANCE</u></b>	<b><u>XAVIER SEGURA</u></b>	<b><u>387-2234</u></b>
<b><u>CUSTODIAL MAINTENANCE</u></b>	<b><u>GAIL ROUSSEL</u></b>	<b><u>387-2236</u></b>
AGRICULTURE/PEST CONTROL	ALARM SYSTEMS	APPLIANCES, KITCHEN, LARGE
BUILDING MATERIALS	CARPET CLEANING	DISPOSAL SERVICE/SUPPLIES
DRY GOODS/CLOTHING	CRANES	ELECTRIC FIXTURES/SUPPLIES
ELEVATOR REPAIR	FENCING	FILTERS
FIRE ALARM EQUIP/SUPPLIES	FORKLIFTS	FRAMES
GATES, AUTOMATIC	KITCHEN/DINING SUPPLIES	LOCKSMITH
MOVING/STORAGE/CLEANUP	MATERIAL HANDLING	PROMOTIONAL/AWARDS, etc
PETROLEUM	PROPANE	PRESENTATION BOARDS
PLUMBING/PIPE, FITTINGS	PORTABLE BUILDINGS	RENTAL TOOLS/EQUIP
SIGNS	SMALL TOOLS	
<b><u>FLEET MANAGEMENT</u></b>	<b><u>JOVITA TUNQUE</u></b>	<b><u>387-7884</u></b>
AGRICULTURAL/PEST CONTROL	AUDIO/VISUAL/PHOTOGRAPH	AUTOMOTIVE SUPP/SERVICES
CHAINS, SNOW	DRY GOODS/CLOTHING	CYLINDERS/GASES
GASOLINE	FILTERS & SUPPLIES	FREIGHT
FUEL DISPENSERS	GLOVES/HAND WEAR	INSECTICIDE/PESTICIDE
LAMPS	LOCKSMITH SERVICES	LUBRICATION/SHOP EQUIP.
MOTORS	PROTECTIVE EQUIP, GENERAL	STEAM CLEANERS
SERVICE STATION EQUIP.	STORAGE/CLEANUP/DISPOSAL	TARP SYSTEMS
TEMPORARY MARKERS	TRAFFIC STANDARDS	TOWING
TRANSPORTATION SERVICES	WATER, BULK	WELDING SUPPLIES
WINDOW TINTING	WIRE/SUPPLIES	WIPING RAGS
<b><u>HUMAN RESOURCES</u></b>	<b><u>LINDA MAJORS</u></b>	<b><u>387-5557</u></b>
TRAINING		
<b><u>HUMAN SERVICES GROUP</u></b>	<b><u>RACHEL CASTRO</u></b>	<b><u>388-0244</u></b>
AUDIO/VISUAL/PHOTOGRAPH	KITCHEN/DINING SUPPLIES	LOCKSMITH
MATERIAL HANDLING EQUIP.	MOVING/STORAGE	PARK/PLAYGROUND EQUIP.
TRANSPORTATION SERVICES		
<b><u>INFORMATION SERVICES</u></b>	<b><u>JOHN GREGORY /</u></b> <b><u>INDIRA DEVASIRDATHAM</u></b>	<b><u>388-5520</u></b>
ADVERTISING	ALARM SYSTEMS	AUDIO/VISUAL/PHOTOGRAPH
BATTERIES	CABLE/WIRE ROPE	LOCKSMITH SERVICE
SAFES	TRAINING	TRAVEL SERVICES
WATER & ICE		
<b><u>LAND USE SERVICES</u></b>	<b><u>MARION AUBIN</u></b> <b><u>REBECCA MARQUEZ</u></b>	<b><u>387-3197</u></b> <b><u>387-4113</u></b>
AUDIO/VISUAL/PHOTOGRAPH	SURVEYING EQUIP/SUPPLIES	
<b><u>LIBRARY</u></b>	<b><u>RICK ERICKSON</u></b>	<b><u>387-5725</u></b>
ADVERTISING	AUDIO/VISUAL/PHOTOGRAPH	AUTOMOTIVE
FIRE EQUIP/SUPPLIES	FURNITURE REPAIR	SERVICE/SUPPLIES
		LOCKSMITH SERVICE/SAFES

## LOW VALUE PURCHASES - DEPARTMENT CONTACTS

<b><u>PROBATION</u></b>	<b><u>MELISSA LILES</u></b>	<b><u>387-6915</u></b>
AGRICULTURE/PEST CONTROL FERTILIZERS IRRIGATION MATERIALS LAW ENFORCEMENT EQUIP/SUPPLIES PERSONAL CARE TRAVEL SERVICE	ANIMAL RELATED HANDCUFFS KITCHEN/DINING SUPPLIES LEATHER GOODS  SEARCH & RESCUE UPHOLSTERY	AUDIO/VISUAL/PHOTOGRAPH HEALTH/BEAUTY AIDS LAB EQUIP./SUPPLIES MATERIAL HANDLING  TELEVISION WASHERS/DRYERS
<b><u>PUBLIC ADMINISTRATOR/ CORONER</u></b>	<b><u>ANGEL SMITH LINDA LONG</u></b>	<b><u>387-2575 387-3343</u></b>
AUDIO/VISUAL/PHOTOGRAPHY DARKROOM SUPPLIES DISASTER PREPAREDNESS  FIRE EQUIP. INDUSTRIAL DOORS LAW ENFORCEMENT METERS PROPANE  WATER WORKS RENTALS, CONFERENCES/ MEETINGS	ALARM SYSTEMS CABLE, COMPUTER DISPOSAL SERVICE/EQUIP  EMERGENCY MEDICAL FIRE EXTINGUISHER SERVICE LAB EQUIP. LOCKSMITH/SAFES POOL MAINTENANCE  TRANSPORTATION SERVICE WEED ABATEMENT  RESTAURANTS/GROCERIES	ANIMAL RELATED CABLE/WIRE ROPE ELECTRICAL FIXTURES/ SUPPLIES FILTERS GLASS & MIRROR LAMPS MATERIAL HANDLING PORTABLE WASH/RESTROOM STATION WATER & ICE WELDING  TRANSPORTATION SERVICES
<b><u>PUBLIC HEALTH</u></b>	<b><u>ROSA GUILLEN</u></b>	<b><u>387-6312</u></b>
AGRICULTURAL/PEST CONTROL AUDIO/VISUAL/PHOTOGRAPH DISPOSAL SERVICE/SUPPLIES FRAMING SUPPLIES KITCHEN/DINING SUPPLIES MATERIAL HANDLING PORTABLE BUILDINGS TRANSPORTATION SERVICES	AIR TRAVEL APPLIANCES, KITCHEN, LARGE DRY GOODS/CLOTHING FURNITURE REPAIR LAB EQUIP./SUPPLIES PETROLEUM RENTAL TOOLS/EQUIP.	ALARM SYSTEMS DENTAL SUPP/EQUIP. FIRE EQUIP. INSECTICIDE/PESTICIDE LOCKSMITH/SAFES POOL MAINTENANCE TRAINING AIDS
<b><u>REAL ESTATE SERVICES</u></b>	<b><u>RODNEY MCCULLOUGH</u></b>	<b><u>387-7826</u></b>
AUDIO/VISUAL/PHOTOGRAPH		
<b><u>REGIONAL PARKS</u></b>	<b><u>KIMBERLY GRAY</u></b>	<b><u>387-2303</u></b>
ADVERTISING/PROMOTIONAL AUDIO/VISUAL/PHOTOGRAPH CABLE/WIRE ROPE ELECTRICAL FIXTURES/SUPP FIRE EXTINGUISHER SERVICE HEATING, A/C, VENTILATION IRRIGATION MATERIAL NOTIONS/YARDAGE PLUMBING SUPPLIES  RENTAL TOOLS/EQUIP SANITATION EQUIP/SUPPLIES SMALL TOOLS TRAINING WATER WORKS SUPPLIES WIRE & SUPPLIES	AGRICULTURE/PEST CONTROL BOATS DISPOSAL SERVICE/EQUIP EMERGENCY MEDICAL GLASS/MIRROR HERBICIDES KITCHEN/DINING SUPPLIES OUTDOOR FURNITURE POOL MAINTENANCE  RENT/CONVENTION, MEETINGS SCIENTIFIC EQUIP. THREADED FASTENERS TRASH BINS/COMPACTORS WEED ABATEMENT	APPLIANCES, KITCHEN, LARGE BUILDING MATERIALS DRY GOODS/CLOTHING FERTILIZER GRAVEL, SAND HYDRO SEEDING LOCKSMITH SERVICE PETROLEUM PORTABLE WASH/RESTROOM STATIONS SAFES, SERVICE/REPAIRS SIGNS/OUTDOOR, CUSTOM TIRES TURF EQUIP. WELDING SUPPLIES

## LOW VALUE PURCHASES - DEPARTMENT CONTACTS

<b><u>RISK MANAGEMENT</u></b>	<b><u>LYNN ERNST</u></b>	<b><u>386-8641</u></b>
	<b><u>RAFAEL VITERIA</u></b>	<b><u>386-8730</u></b>
AUDIO/VISUAL/PHOTOGRAPH	DRAFTING/ART SUPPLIES	
<b><u>SHERIFF</u></b>	<b><u>CLEO WILLIAMS</u></b>	<b><u>387-3644</u></b>
	<b><u>TERRY SULLIVAN</u></b>	<b><u>387-3672</u></b>
ALARM SYSTEMS	APPLIANCES, KITCHEN, LARGE	ATHLETIC SUPPLIES
AUDIO VISUAL/PHOTO	BUILDING MATERIALS	BURGLAR ALARMS
CRANES	ELECTRICAL EQUIP/SUPPLIES	GLASS/MIRROR
KITCHEN/DINING SUPPLIES	MATERIAL HANDLING	TELEVISION
TOWING	TRAINING AIDS	TRANSPORTATION SERVICES
WATER TREATMENT	WIRE SUPPLIES	WINDOW TINTING
COMPUTER EQUIP.	LAW ENFORCEMENT EQUIP/ SUPPLY	LOCKSMITH SVC/SAFES
<b><u>SOLID WASTE MANAGEMENT DIVISION</u></b>	<b><u>DOUG OWENS</u></b>	<b><u>386-8768</u></b>
AGRICULTURAL/PEST CONTROL	AUDIO/VISUAL/PHOTOGRAPH	PLANTS/TREES/NURSERY SUPP.
RENTAL TOOLS/EQUIP.	SCALES	TRANSPORTATION SERVICES
WATER WORKS SUPPLIES		
<b><u>SPECIAL DISTRICTS</u></b>	<b><u>PATTI RAYNOR</u></b>	<b><u>387-5958</u></b>
ALARM SYSTEMS	APPLIANCES, KITCHEN, LARGE	ATHLETIC SUPPLIES
AUDIO/VISUAL/PHOTOGRAPH	AUTOMOTIVE SUPPLIES/SERVICES	DRY GOODS/CLOTHING
ELECTRICAL	FIRE EQUIP./SUPPLIES	FIRE EXTINGUISHER SERVICE
FIXTURES/SUPPLIES		
GASOLINE/DIESEL	GLASS/MIRROR	HEATING, A/C, VENTILATION
KITCHEN/DINING SUPPLIES	LOCKSMITH	MOTORS
PARK/PLAYGROUND EQUIP.	PETROLEUM	PIPE & FITTINGS
PLUMBING	RENTAL TOOLS	ROAD MATERIALS
SANITATION EQUIP/SUPPLIES	SANDBAGS	TIRES
TOWING	TURF EQUIP.	
<b><u>TRANSPORTATION/FLOOD</u></b>	<b><u>DAVID KANG</u></b>	<b><u>387-8084</u></b>
AERIAL PHOTOGRAPHY	AUDIO/VISUAL/PHOTOGRAPH	AUTOMOTIVE PARTS/SUPPLIES
FIRE EQUIP./SUPPLIES	FIRE EXTINGUISHER SERVICE	PORTABLE BUILDINGS/ PUMPING SERVICE
PORT. WASH/RESTROOM STATIONS	PROPANE	ROAD MATERIALS
SANITATION EQUIP/SUPP	SMALL TOOLS	SURVEYING EQUIP/SUPPLIES
TURF EQUIP.	WATER & ICE	WATER WORKS SUPPLIES
<b><u>WORKFORCE DEVELOPMENT</u></b>	<b><u>MARILYN TROMBETTA</u></b>	<b><u>381-7979</u></b>
AUDIO/VISUAL/PHOTOGRAPH	DRY GOODS/UNIFORMS	LOCKSMITH SERVICE
RENTALS/,CONVENTION, MEETINGS	SAFES	TRAINING
TRANSPORTATION	WELDING	